



Application for Nebraska Educator Certificate or Permit

P.O. Box 94987
Lincoln NE 68509-4987
PH: 402-471-0739
Fax: 402-742-2359

NDE 20-018
Revised 09-15

Social Security Number*

Birthdate:

MM DD YYYY

Last Name		First Name		Middle Name		Former Name(s)	
Street or PO Box Number				City		State	Zip (9 Digit)
Daytime Phone		Home Phone		Fax		Email Address	

Gender Male Female Undeclared

FIRST TIME APPLICANT

Mark one in each column below.

Column 1

Column 2

- | | |
|---|--|
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Certificate with no deficiencies |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Provisional Permit (deficiencies) |
| <input type="checkbox"/> Special Services | <input type="checkbox"/> Transitional Permit |
| | <input type="checkbox"/> State Substitute Permit |

RENEWAL APPLICANT

Mark one in each column below.

Column 1

Column 2

- | | |
|---|---|
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Certificate with no deficiencies |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Transitional Permit |
| <input type="checkbox"/> Special Services | <input type="checkbox"/> State Substitute Permit |

OTHER APPLICANT: Mark one below

- | | | |
|--|---|--|
| <input type="checkbox"/> Alternative Program Teaching Permit | <input type="checkbox"/> Special Services Coaching Permit | <input type="checkbox"/> Duplicate |
| <input type="checkbox"/> Military Permit | <input type="checkbox"/> Postsecondary Permit | <input type="checkbox"/> Added Endorsement |
| <input type="checkbox"/> Local Substitute Permit | <input type="checkbox"/> Career Education Permit | <input type="checkbox"/> Name Change (no charge) |

ACADEMIC RECORD

List Colleges/Universities attended. Submit "Official Transcripts" of all college credit not currently on file at NDE.
If additional space is needed, please use a separate piece of paper indicating colleges attended.

College/University	Month/Year	Semester Hours Completed	Degree Earned

ENDORSEMENTS

Areas completed for a teacher, administrator, or special services program (example Math 7-12)

College/University	Month/Year	Semester Hours Completed	Degree Earned

*The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate or permit and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate and permit holders.

Name _____

Social security Number _____

FINGERPRINTING REQUIREMENTS

Check only ONE		
A.	<input type="checkbox"/>	I am exempt from the criminal record history check because I now hold, or at some time in the past did hold, a Nebraska educator certificate or permit. (If you checked this box proceed to Personal and Professional Fitness Section.)
B.	<input type="checkbox"/>	I have not held a Nebraska certificate <u>or permit</u> so I am submitting a record of my residences during the past five years on the Record of Residence Form in the forms section of the Applicant Manual or on a separate sheet of paper signed and dated. I have included the dates of residence (from month/year to month/year) with each address. Since the record demonstrates that I have been a continuous "resident" of Nebraska for five (5) or more years from the filing date of my application form with the Nebraska Department of Education, I am exempt from the criminal record history check.
		"Resident" shall mean an individual who has established a home where the individual is habitually present and to which having departed therefrom, intends to return. 92NAC21S002.18
C.	<input type="checkbox"/>	I have not lived in Nebraska continuously for the five (5) years immediately prior to filing this application with the Nebraska Department of Education; therefore, I am submitting two (2) complete and legible sets of my fingerprints on two (2) fingerprint cards provided by the Nebraska Department of Education. I am also submitting the fingerprint processing fee in addition to any certification processing fee.

PERSONAL AND PROFESSIONAL FITNESS

		YES	NO
1.	Have you ever had a professional license, certificate, permit, credential, or other document authorizing the practice of a profession suspended, revoked, voided, denied, rejected, or voluntarily surrendered? <i>If yes, attach a written statement that fully explains the facts and where this occurred</i>		
2.	Are you currently the subject of any inquiry or investigation by any law enforcement agency, prosecutor's office, governmental body, or licensing agency? <i>If yes, attach a written statement that fully explains the facts and where this is occurring</i>		
3.	Is any action currently pending against you by any law enforcement agency, prosecutor's office, governmental body, or licensing agency? <i>If yes, attach a written statement that fully explains the facts and where this is occurring.</i>		
4.	Have you ever been found guilty of a felony or misdemeanor or entered a plea of guilty or no contest to a felony or misdemeanor in any criminal, drug, or juvenile court? Minor traffic infractions and misdemeanor convictions for Driving Under the Influence or Minor in Possession of Alcohol need not be reported. <i>If yes, complete Criminal Charges Self-Reporting Form. This form can be found on the supporting forms page of the Teacher Certification website at www.education.ne.gov/TCERT</i>		
5.	Is an order or determination currently in effect by a court or any other governmental body which finds you to be any of the following: a mentally ill and dangerous person; mentally incompetent to stand trial; acquitted of criminal charges because of insanity; an incapacitated person in need of a guardian; or unable to manage your property due to mental illness, mental deficiency, chronic use of drugs or chronic intoxication? <i>If yes, attach a copy of the order and a written statement that fully explains the facts and where this occurred</i>		
6.	Are you currently an inpatient or resident in a mental health facility due to a determination by a qualified mental health professional? <i>If yes, please attach a written statement that fully explains the facts and where this is occurring.</i>		
7.	Are you a US Citizen? <i>If no, complete the United States Citizenship Attestation Form. This form can be found on the supporting forms page of the Teacher Certification website at www.education.ne.gov/TCERT</i>		

DECLARATION, AUTHORIZATION AND SIGNATURE

I declare that the information furnished herein is true, correct, and complete to the best of my knowledge. I hereby grant the permission and authorize the Nebraska Department of Education to verify all responses with any mental health facility or governmental agency and to obtain review all records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge, exonerate the Nebraska Department of Education, its employees, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the State of Nebraska, will be considered a public record and will not be returned. I understand that inaccurate information submitted in support of an application shall be cause for denial or revocation of such certificate or permit.

_____, 20____
Month/Date

Signature of Applicant

Name _____

Social security Number _____

EXPERIENCE AS AN EDUCATION PROFESSIONAL DURING THE PAST FIVE YEARS		
Send copies of ALL out-of-state certificates		
School Years From/To	School System Name and Location	Job Description

NON-REFUNDABLE FEES: CHECK ONLY ONE	
All School Certificate or Permit. Valid in public and nonpublic schools.	<input type="checkbox"/> \$55.00
Nonpublic School Certificate or Permit. Valid in nonpublic schools ONLY	<input type="checkbox"/> \$40.00
Added Endorsement	<input type="checkbox"/> \$40.00
Added Endorsement PLUS Renewal for All School Certificate	<input type="checkbox"/> \$55.00
Added Endorsement PLUS Renewal for Nonpublic Schools	<input type="checkbox"/> \$40.00
All School Certificate or Permit Fingerprint. Valid in public and nonpublic schools.	<input type="checkbox"/> \$100.00
Nonpublic School Certificate or Permit plus Fingerprint Fee. Valid in nonpublic schools ONLY	<input type="checkbox"/> \$90.00
Duplicate	<input type="checkbox"/> \$30.00
Name Change	<input type="checkbox"/> \$0

The Nebraska Department of Education prefers that applicants complete the application and pay all fees on-line. Issuance of the certificate or permit will generally take six to eight weeks. Payment on-line will expedite the application process.

Checks or money order only: Nebraska Department of Education
Teacher Certification
PO Box 94987
Lincoln NE 68509-4987

DISCLAIMER

The Nebraska Teacher Certification Office does not communicate with applicants after receiving individual pieces of the required application materials; however, you may be contacted if all materials have not been received in a timely manner. It is the applicant's responsibility to check with educational agencies to guarantee that transcripts, institutional certifications, Praxis scores, agreement statements and other necessary materials have been sent to the Teacher Certification Office. It is the applicant's responsibility to submit two sets of legible fingerprint cards or complete the Record of Residence form. Any fingerprints submitted by an applicant will be used to check the criminal history records of the Federal Bureau of Investigations (FBI). Applicants wanting to obtain a change, correction, or updating of an FBI identification record may follow the procedures as set forth in 28 CFR 16.34. All Nebraska educational certified personnel in public or non-public schools must have a valid certificate or permit by September 1st of the current school year. Failure to complete the process is not a valid reason for maintaining your employment after September 1st.

CANDIDATE APPLICATION STATUS

Applicants can check the status of their application by going on line at www.education.ne.gov/tcert and clicking "Current Application Status". If it no longer appears, click "Current Certificates and HR Training Lookup" on the TC website to see your new certificate.

Read and understand your application before submitting, as application fees are non-refundable.